



HOST AGREEMENT

About Green Drinks

Green Drinks is an international concept that brings people together to learn about sustainability efforts. Here in Central Oregon, The Environmental Center has coordinated Green Drinks events since 2007. Green Drinks are typically held every other month (January, March, May, July, September, and November).

In pre-COVID times, Green Drinks was a casual, networking style event with short presentations from both TEC and host held on the second Thursday of odd months from 5-7 with a rotating business partner (host). More recently, Green Drinks has shifted to better incorporate all three pillars of sustainability: a healthy environment, economic vitality, and social equity. Topics and formats have evolved to encompass culturally-relevant celebrations, a book club, speaker series, videos highlighting local businesses, and the original networking-style event with business hosts. The sky's the limit for bringing our community together around sustainability. While the format and focus of Green Drinks has shifted over the past few years, the purpose remains the same: bring people together to discuss advancing a sustainable future in Central Oregon.

We are looking for business hosts for our casual, networking style event that allows businesses who care about sustainability to share their work and provide a space for people to come together. This also includes a short presentation from both TEC and the host. We are open to discussing creative event formats. If a more structured format would better showcase your efforts – a tour, for example – that works, too! Additionally, some hosts like to choose a theme or topic for the event.

Who can host?

We seek to partner with a wide variety of local businesses to demonstrate the many ways in which sustainability can be made real and tangible across industries and geographies. We've held events at healthcare clinics, breweries and cafes, garden centers, retail stores, and construction sites, to name a few. There are many different ways that businesses contribute to a healthy, livable community. We're interested in sharing diverse ideas, experiences, and solutions so that others may learn from your unique story.

Historically, this event has attracted 60-70 people. If your facility cannot accommodate the crowd, we encourage two businesses/organizations to co-host this event together! Most importantly, The Environmental Center is committed to building a more just and sustainable future in Central Oregon – and our partnerships and events must reflect this commitment. We ask that you only open your doors to our community if you're able to provide a welcoming, inclusive, and accessible place for everyone to gather. We're happy to have further conversation around this – just ask!



Host Checklist

- ☐ Provide beverages - alcoholic and non-alcoholic option(s). We can supply tickets if you'd like to limit the number of drinks per guest.
- ☐ Provide light hors d'oeuvres or snacks.
- ☐ Green Drinks is a zero waste event! Please provide reusable plates, cups and utensils. We have ~100 tableware sets to loan out, if needed. We can also provide a special bin for food scraps and compostable items.
- ☐ If possible, please provide a check-in table for The Environmental Center staff to use.
- ☐ Prepare your (informal) presentation. Share your commitment to sustainability and how you are living out your commitment to a healthy environment, economic vitality, and social equity. For example, how have you reduce your impact on the planet? How do you serve/give back to the local community? How are you making your business more equitable, accessible, and inclusive?
- ☐ Spread the word. The event will be most successful if we promote it to both of our networks. We are happy to talk about a co-promotion strategy.
- ☐ *Optional:* Some hosts like to raffle off a door prize at the end of the presentation, i.e. gift card or product. If you'd like to do this, just give us a heads-up!

This checklist is a guide. We can discuss any barriers and help you identify solutions.

About one month before your event, we'll reach out to discuss logistics and answer any questions. TEC will develop an event description for your review. It's helpful to us if you can provide some key bullet points, or direct us to a webpage, that shares more about your business, what makes you a good steward of our community and landscape, and accessibility information about your building (the venue). Once we're ready to go live, we'll set up a registration link and take the lead on marketing (e.g. create a Facebook event with you as a co-host, add it to local calendars, and promote via our e-newsletter, on social media, and more!

Event Timeline

4:30 pm – TEC staff will arrive and set up check-in table, assist with other set-up as needed.

5:00 pm - Guests arrive, snack, drink, and mingle. Everyone gets a reusable nametag.

6:00 pm - Welcome and introduction by The Environmental Center Staff.

6:05 pm – Business presentation by the host. This is your opportunity to talk about how your business contributes to a healthy, sustainable, resilient community.

6:15 pm - Draw names for door prize (optional). More mingling....

7:00 pm – TEC staff will pack up!

If you have questions or if you're interested in planning an event, please contact Priscilla Calleros to inquire about available dates: 541-508-5410 or priscilla@envirocenter.org.

Name _____ Signature _____

Business Name _____ Date _____

